

## **SECTION 4.50 TECHNICAL INSTRUCTIONS FOR FILLING VACANCIES**

**Last Update: 2/13**

Vacancies can be filled through transfer, promotion, demotion, recall, outplacement, reinstatement, or a new hire.

Prior to requesting an applicant list, collective bargaining transfer provisions must be met. Steps for filling vacant positions differ based on whether or not the position is covered by a collective bargaining agreement. Check the appropriate collective bargaining agreement for required steps for filling a vacancy.

The agency Personnel Assistant submits a BrassRing requisition for an applicant list when filling a vacancy for a merit-covered position.

Agencies have the authority to request any available type of applicant list for any given vacancy. Lists must be requested in the order identified in the applicable collective bargaining agreement that covers the vacancy to be filled. Upon receiving a BrassRing Requisition form, the recall and outplacement lists are checked by the Employment Team in DAS-HRE. If recall names are available, a Recall notice is sent to the hiring agency. If outplacement names are available, notice is sent to the hiring agency. Recall names must be offered the position. Outplacement candidates must be considered before an agency hires an applicant from outside state government.

### **Types of Appointments that require a BrassRing Requisition**

- A. Permanent Full-time.
- B. Permanent Part-time.
- C. Provisional.

### **Types of Appointments that do not require a BrassRing Requisition**

- A. Temporary.
- B. Seasonal.
- C. Reinstatement (the agency must clear applicable recall steps; the applicant must qualify; former employees who retired and applied for retirement benefits under an eligible state retirement system or program are not eligible for reinstatement unless otherwise permitted by law).
- D. Voluntary Demotion (the agency must clear applicable recall steps; the applicant must qualify).
- E. Transfer (the agency must clear applicable recall steps; the applicant must qualify).

### **Types of BrassRing Requisitions**

- A. Recall.
- B. Outplacement.
- C. Promotional Applicant Lists—hiring agency must verify employee eligibility for promotion.
  - 1. Intra-agency: Applicants within the employing department.
  - 2. Inter-agency: Applicants from other departments.
- D. All Applicant Lists: All applicants including promotional and non-promotional.

### **Posting Requirements for BrassRing Requisitions**

Note: Collective Bargaining posting requirements must be met before requisitions can be requested.

- A. The position must be posted to the DAS job website as open to application.
  - 1. Intra-agency promotional vacancies are posted on the website by DAS-HRE for a minimum of 5 days.
  - 2. Inter-agency promotional vacancies and all applicant vacancies are posted on the

website by DAS-HRE for a minimum period of 10 days.

3. Hiring agencies may post vacancies beyond the minimum number of days.
- B. All posted vacancies are assigned a job vacancy number when the BrassRing Requisition is entered into the DAS-HRE system by the agency Personnel Assistant. Vacancies must be posted using this job vacancy number. This number consists of four digits followed by the letters "BR."
- C. Postings must contain the job vacancy number, job class code and title, location, pay range, minimum qualifications, selective certification qualifications (if applicable), information about the specific position (i.e. shift, location, desirable qualifications are optional).

### **Selective Qualifications**

- A. The selective(s) must appear on the DAS-HRE job specification or it cannot be used.
- B. Selective criteria must be identified on the Position Description Questionnaire for the specific position, on transfer postings required under the applicable collective bargaining agreement, on the requisition request, and must be listed in the vacancy announcement.
- C. Selective criteria can be used to narrow an applicant pool to those applicants possessing specific education, experience, or other screening criteria needed to perform the essential functions of a position.

### **General Information on the Applicant List**

- A. Job vacancy number assigned by BrassRing system and job title.
- B. Applicant information, including name, contact information, and veterans points, if applicable.
- C. Issue date and expiration date (applicant lists are valid for 90 days from issue date).
- D. Promotional lists contain the employing agency for current permanent employees and interns.
- E. Provisional authority is granted if the non-promotional list contains five or fewer names.

### **Provisional Authority for Non-promotional (All-Applicant) Lists**

If the statement "Provisional Authority Granted" appears on a non-promotional (all-applicant) list issued by DAS-HRE, five or fewer applicants are available for this vacancy. The hiring agency has the authority either to hire from the names on the list or to hire an applicant whose name does not appear on the list (a provisional hire). If the agency wants to hire an applicant whose name is not on the list, the agency must send the application for the applicant to DAS-HRE to be qualified for the position prior to hiring the applicant. The application should be sent to the Employment Specialist assigned to the hiring agency.

The applicant list and application for each candidate appearing on the list are sent electronically to the Personnel Assistant in the hiring agency. Applicant lists are valid for 90 days from the date issued. An agency may extend this expiration date for a period of 30 days by contacting its Employment Specialist prior to the expiration date of the list.

Applicant lists issued to agencies must be used to fill a vacancy or returned to DAS-HRE as not used. Personnel Assistants are provided with a listing of the codes to be used when working through an applicant list.

### **Recall**

Recall of applicants is done in accordance with the applicable DAS-HRE administrative rules or collective bargaining agreement. See [Chapter 16](#) of the Managers and Supervisors manual for additional information about the recall process.